



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 10.02, Suspension of Classes and Closing of Offices in Emergency Situations

PURPOSE: The purpose of this Health Sciences Center Policy and Procedure (HSC OP) is to establish policy and procedure regarding the suspension of classes and closing of offices for a short period of time. Inclement weather, electrical outages, malfunctions of the central heating and cooling plant, chemical or biological problems, fire, and explosions are some of the events that might require the suspension of classes and closing of offices.

REVIEW: This HSC OP will be reviewed on September 15 of every odd-numbered year (ONY) by the Assistant Vice President for Physical Plant and Support Services (including review of the attachments by the respective campuses), the Assistant Vice President for Human Resources and the Chief of Police, with recommendations for revisions forwarded to the Executive Vice President for Finance and Administration (EVPFA) by October 1. The EVPFA will present recommendations to the President.

POLICY/PROCEDURE:

(Specific procedures for the Regional Campuses relating to Sections 1, 2 and 3 are detailed in Attachments A, B, C and D.)

1. Severe Weather Conditions

- a. When weather conditions and/or reports indicate icing or snow, the senior police officer on duty will notify the Chief of Police.
- b. To facilitate the movement of emergency crews to spread sand or other materials at dangerous intersections, the Chief will notify the Director of Grounds Maintenance at his office or home.
- c. If conditions are severe, the Chief of Police will notify and recommend to the President the suspension of classes and closing of offices during the period of hazardous conditions.
 - (1) Ideally, this recommendation will be made between 1:00 and 4:00 p.m. of the preceding day. The President will consult with the Chancellor and inform the Chief of Police by 5:00 p.m.
 - (2) In those cases where hazardous conditions arise during the night, the President will be notified no later than 6:00 a.m. The President will consult with the Chancellor regarding this condition and respond to the Chief of Police by 6:10 a.m.

2. Energy Curtailment or Other Emergencies

- a. The Assistant Vice President for Physical Plant and Support Services will consult with the Executive Vice President for Finance and Administration, and a recommendation to suspend classes and/or other operations will be presented to the President, who will consult with the Chancellor. The AVPPPSS will advise the Chief of Police.

- b. The timing as presented in the above paragraphs will apply.
- c. Appropriate response to events that occur during normal business hours affecting the HSC will be communicated from HSC administration to faculty and staff through administrative communication channels, including posting on the TTUHSC website. The authority to suspend classes or discontinue patient care services resides with the President.
- d. Directors or managers of departments/offices who operate expanded hours at night and/or on weekends have the responsibility to develop internal policies and communication processes with their Supervisor and other appropriate administrators / offices to respond to weather-related or other emergencies that may necessitate closing of their area.

3. **Procedures for Implementation of Policy**

- a. The Amarillo, El Paso, Odessa and Abilene campuses will determine the need for suspension of classes and closing of offices and clinics based on inclement weather conditions at each campus. Each campus will be responsible for notifying the Office of the President of such closings. The President or his designee will in turn notify the Office of the Chancellor. Each campus will be responsible for notifying the appropriate local media if classes are suspended or offices are closed. See Attachments A, B, C and D for local policies for each campus.
- b. In any situation where the designated administrators are unavailable, direct contact will be made by the Chief of Police with the President.
- c. If classes are to be suspended and offices closed, the President's Office will notify all vice presidents, deans and the Managing Director for Communications and Marketing. The Chief of Police will notify the campus PBX operator. The Managing Director for Communications and Marketing or designee will notify appropriate media.
- d. In the event the Managing Director for Communications and Marketing cannot be notified, then another appropriate representative of the Office of Communications and Marketing will fulfill this function.
- e. The same procedure used to suspend classes and close offices will be used to determine and announce the time when essential personnel staffing ceases and normal staffing resumes.

4. **Identification of Essential Personnel**

It will be the responsibility of the President, Vice Presidents, and Deans to assure that by November 15 of each year the administrators in their organization notify in writing those persons designated as "essential." The Human Resources Office or the Regional Dean's Office at a regional campus will be informed of the personnel designated as essential (reproduce and use Attachment E).

Administrative officers may release "essential" personnel from their responsibilities to report for work on an individual basis if their services are not needed during a specific emergency. Administrative officers may designate other personnel as "essential" on an individual basis for a specific emergency if their services are needed by providing notice to the employee.

5. **Compensation of Essential Personnel**

- a. Exempt Employees.

Exempt employees are paid for the accomplishment of assigned tasks without accounting for hours worked and will not be entitled to equivalent time off or additional compensation

for hours worked during an emergency period.

b. Nonexempt Employees.

Regular nonexempt employees shall be credited with emergency leave for the number of normal work hours involved in the emergency closing and will be paid for the number of hours actually worked in accordance with normal policy governing overtime and additional compensation (see HSC OP 70.17).

Temporary nonexempt employees shall be paid for the number of hours worked in accordance with normal policy but shall not be credited with additional emergency leave hours.

Employees who have been designated as "essential" personnel but who do not report to work and do not have a valid reason will not be credited with the number of normal work hours involved in the emergency closing and will be charged for leave without pay during the emergency period.

Employees who are not designated as "essential" personnel but who report to work during an officially declared emergency situation should be sent home immediately.

6. **Announcement of Policy**

The President will prepare and distribute to all Vice Presidents, Deans, Department Heads, Administrators, and Directors at TTUHSC a general information memorandum on this policy by November 1 of each year (see Attachment F).

7. **Right to Change Policy**

TTUHSC reserves the right to interpret, change, modify, amend, or rescind this policy in whole or in part at any time without the consent of employees.